

PRELIMINARY PLAT APPROVAL PROCEDURES

NOTE: *Prior to the preliminary plat submittal, it is advisable for the developer to discuss lot and road design with the applicable agency responsible for sewage management, water service, and fire protection (Whitfield County Environmental Health Department, Dalton Utilities, and/or the City of Dalton/Whitfield County Fire Department).*

The developer shall submit at least six (6) preliminary plat copies to Dalton-Whitfield Zoning at least 15 days prior to the next available Planning Commission meeting.

The zoning staff will submit two (2) preliminary plat copies to GDOT if the development accesses a state highway.

The zoning staff will submit copies to each applicable agency responsible for the review of road design, fire protection, sewage management, and public water availability.

The zoning staff will review the preliminary plat for the specifications listed below.

Construction drawings must be submitted to the county engineer within one year of preliminary plat approval. If construction has not commenced within one year, preliminary plat approval shall expire.

Preliminary Plat Specifications. The preliminary plat shall be prepared by a Georgia Registered Land Surveyor; if a professional engineer contributed to the plat, then such shall be indicated upon the plat. The plat shall be drawn at a scale not smaller than one hundred (100) feet to one (1) inch. However, where the size of the proposed subdivision exceeds one hundred (100) acres, the scale may be no smaller than two hundred (200) feet to one (1) inch. The plat shall be drawn in permanent ink upon reproducible material and unless specifically waived, in whole or in part by the Whitfield County Engineer, shall include:

- (1) The proposed name of the subdivision; new roads and existing roads;
- (2) The name, address, and telephone number of the person to be notified of action;
- (3) The name, address, and license number of the registered land surveyor responsible for the preparation of the plat;
- (4) The graphic scale, north arrow, and date of plat preparation;

- (5) The total acreage in single parcel ownership by the developer/subdivider; the total number of acres being subdivided; the total number of lots created; and the total length of roads.
- (6) A general location map at a scale not less than one (1) inch equals one thousand (1,000) feet, showing the proposed development in relation to other adjacent properties and existing roads in Whitfield County;
- (7) The location, zoning classification(s,) and dimensions of all boundary lines of the parcel to the nearest hundredth (1/100) of a foot and the deed record names of adjacent owners or subdivisions shall be identified;
- (8) The location and dimensions of existing rights-of-ways, easements, streams, drainage structures, or utilities, buildings, bridges, lakes, and lands subject to flooding; if applicable, the 100-year flood plain should be shown;
- (9) Topography by contours at vertical intervals of not more than five (5) feet; Prominent drainage features, such as lakes, depressions, streams, etc., which may affect subdivision design shall be shown; Engineering data showing the high water elevation and how it was established shall be submitted with the plat. The contour requirement may be waived or the interval adjusted up or down based upon the need, as determined by the Whitfield County Engineer;
- (10) A master drainage plan shall be submitted with technical design criteria;
- (11) The layout and scaled dimensions of all lots and roads; the location, purpose, and dimensions of all existing and future drainage ways and easements;
- (12) The location and dimension of all areas proposed to be set aside for recreation use, open space, green space, or other public use, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation;
- (13) The centerline profile of all proposed roads showing natural and finished grades and proposed road names; and a cross-section of the proposed road design.
- (14) Front and rear structure or building setback lines;

- (15) There shall be a statement upon the plat to indicate whether the applicable water service to the proposed development shall be by individual water supply or by public treated water and whether the applicable sewage disposal service shall be by on-site sewage management systems or by sanitary sewer. Sanitary sewer main size and water main size shall be determined by the appropriate utility.
- (16) Environmentally sensitive areas: location of major river corridors, water supply watersheds, groundwater recharge areas, wetlands, the boundary and elevation of the 100-year flood plain, as determined by past history of flooding or the best available data;
- (17) Locate and size all drainage areas and future drainage tiles affecting the proposed subdivision;
- (18) Where a proposed subdivision is to be developed in phases with additional plat(s) to be submitted later, a preliminary plat shall be accompanied by a future tract plan, depicting reasonably the entire lot or parcel to be divided, the future road system, and topography thereon.

NOTES TO ZONING STAFF:

- (1) **Verify that proposed subdivision name and road names are not duplications.**
- (2) **Check for 4:1 lot width to depth ratio.**
- (3) **Check for flag lots.**
- (4) **Check for lot depth minimum 120 feet.**
- (5) **Check for minimum road frontage.**
- (6) **Check for building line width.**
- (7) **Check for minimum lot size.**